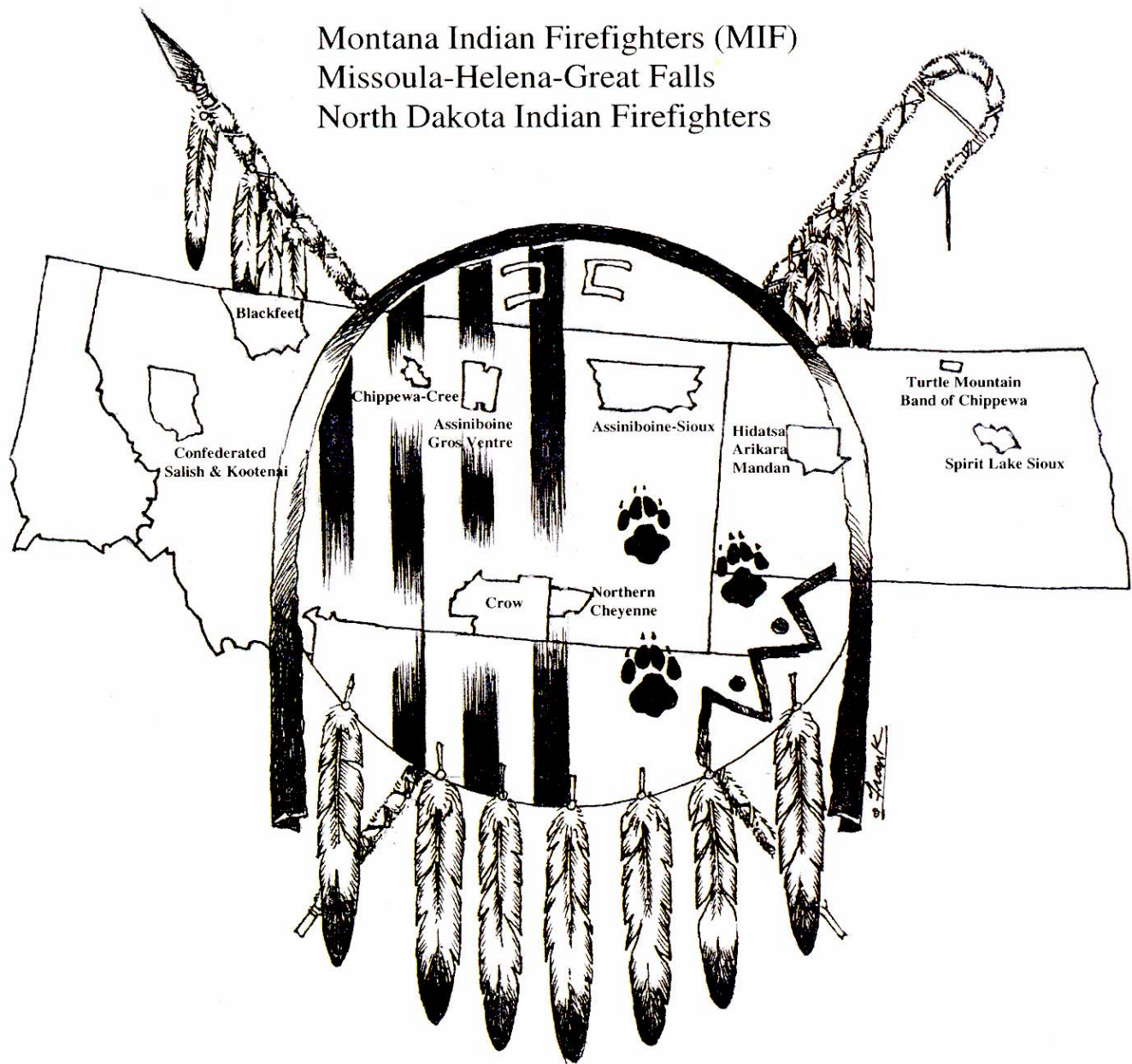


NORTHERN ROCKIES 2005 NATIVE AMERICAN CREW PLAN

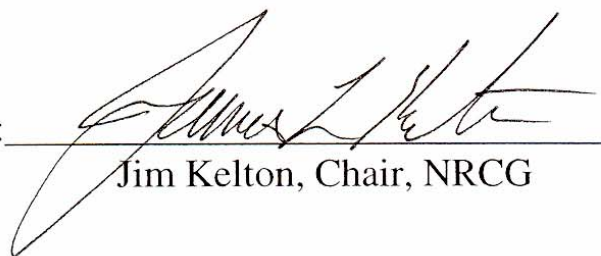
Montana Indian Firefighters (MIF)
Missoula-Helena-Great Falls
North Dakota Indian Firefighters



2005 NATIVE AMERICAN CREW PLAN

Comments may be sent to the
Bureau of Indian Affairs
Rocky Mountain Regional Office
ATTN: Branch of Forestry
316th North 26th Street
Billings, MT 59101

Approved: _____



Jim Kelton, Chair, NRCC

3-16-05
Date

An electronic version of the NAC plan can be downloaded at the following websites:

www.fs.fed.us/r1/fire/nrcc
www.mt.blm.gov/fire

NACP Revision Summary

Northern Rockies Coordinating Group (NRCG), Native American Crew (NAC) Committee met in November, 2004 to revise and update the operating plan. Each item was proposed and discussed with committee consensus. The following revision summary is provided and will be incorporated in the 2005 operating plan.

8The 2005 AD Pay Plan was not finalized at the time of printing of this plan. Please verify with appropriate hiring authority when referencing the most current and approved AD Pay Plan.

8The title of the operating has been changed from the Montana Indian Firefighter, Operating Plan to the Native American Crew Plan. This is to reflect the Northern Rockies Geographical Area (North Idaho, Montana, and North Dakota) and the participating units.

8 It was identified by the committee that in the operating plan on page 11, Section B, Number 1, reflects a disciplinary action and should be placed in the disciplinary section.

8The Summary Training Requirements matrix on page 16 will be updated to reflect BIA-NIFC training policy. In May of 2004 a memo was sent out by the BIA-NIFC office regarding training policy for Administratively Determined (AD) Emergency Hires. The memo provides guidance on deliverable courses to AD hires which is defined as only courses referred to as "Required" in the 310-1 are authorized to be delivered to AD/EFF casual hires.

8Added the Forest Service (FS), Fire and Aviation Incident Qualification Handbook, 5109.17 reference to reflect the FS sponsored crews on page 3.

8Change Shared Application Computer System (SACS) references to the Incident Qualification and Certification System (IQCS).

8 Emergency Firefighter (EFF)/Vendor Pay system has gone through a redesign. Effective January 1, 2005 all EFF time will be processed through a centralized payment center known as the Bureau of Indian Affairs, Bureau of Land Management and Fish and Wildlife Service (BIA/BLM/FWS) Centralized Payment Center in Boise, ID. This will impact the business practices as we currently know them. The Casual Pay will be processed through the Federal Personnel Payroll System (FPPS) platform.

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ACRONYMS AND TERMINOLOGY

Following is a list of acronyms and terms used in this plan:

AD - Administratively Determined (rates in the Pay Plan for Emergency Workers established by the federal government)
ADO - Assistant Disbursing Officer
APMC - Agency Provided Medical Care
APT - Administrative Payment Team
BDC - Billings Dispatch Center
BIA - Bureau of Indian Affairs
BLM - Bureau of Land Management
CO - Contracting Officer
CREP - Crew Representative
CTR – Crew Time Report
DNRC - Montana Department of Natural Resources and Conservation
EEO - Equal Employment Opportunity
EFF - Emergency Firefighter
ETA - Estimated time of arrival
ETD - Estimated time of departure
FCO - Fire Control Officer
FFT1 - Firefighter Type 1
FFT2 - Firefighter Type 2
FMO - Fire Management Officer
FS - U.S. Forest Service
FWS - Fish and Wildlife Service
GDC - Great Falls Dispatch Center
HSQ - Health Screen Questionnaire
IARR - Interagency Resource Representative
ICS - Incident Command System
IHS - Indian Health Service
IMT - Incident Management Team
IQCS - Incident Qualification and Certification System
LCES- Lookouts Communications Escape Routes Safety Zones
NAC - Native American Crew
NACC - Native American Crew Committee
NICC - National Interagency Coordination Center (Boise, ID)
NIFC - National Interagency Fire Center (Boise, ID)
NPS - National Park Service
NRCC - Northern Rockies Coordination Center (Missoula, MT)
NRCG- Northern Rockies Coordinating Group
OSHA - Occupational Safety and Health Agency
OWCP - Office of Workers' Compensation Program
PPE - Personal Protective Equipment
PTB - Position Task Book
R&R - Rest and Recuperation
WCT - Work Capacity Test
ZDC - Zone Dispatch Center

INTRODUCTION

The Native American Crew Operating Plan, herein after referred to as the operating plan, is maintained by the Northern Rockies Coordinating Group (NRCG), Native American Crew (NAC) Committee (NRCGNACC), an advisory committee organized to recommend emergency firefighter crew management policy to fire protection agencies. The Native American Crew (NAC) activities represent a cooperative effort between the Montana Indian Tribes, Bureau of Indian Affairs (BIA), and the following agencies: the Bureau of Land Management (BLM), the Fish and Wildlife Service (FWS), the National Park Service (NPS), the U.S. Forest Service (FS), the Montana Department of Natural Resources and Conservation (DNRC), the Idaho Department of Lands, the North Dakota Forest Service, the Montana Fire Wardens Association, and the Montana Disaster and Emergency Services, (collectively known as the Northern Rockies Coordinating Group - NRCG). The objective is to provide an interagency approach to fire management and to support this effort with NAC resources on all lands within the Northern Rockies Geographic Area.

The authority which establishes the operating plan is the Interagency Agreement for Fire Management between: the BLM, the BIA, the NPS, the FWS, of the Department of Interior and the FS of the U.S. Department of Agriculture. The effective date of this agreement was February 1, 2001.

These guidelines will be used by the Northern Rockies Coordination Center (NRCC), Missoula, MT, and the National Interagency Coordination Center (NICC), Boise, ID., in managing NAC Type 2 crews. The Pay Plan for Emergency Workers (AD Pay Plan), the Interagency Incident Business Management Handbook (IIBMH) and other governing statutes are controlling documents and will override this plan if there is conflicting information. This operating plan is revised annually prior to April 1.

Federal, State and Local agencies in the Northern Rockies Geographic Area and throughout the United States use NAC Type 2 Crews to supplement their regular workforce in the event of wildfire, prescribed fire or other hazardous fuels reduction projects. The NAC workforce does not occupy dedicated positions within any of the fire suppression or fire management organizations. However, the United States Government recognizes the economically depressed conditions and extremely high rates of unemployment on Montana Indian Reservations. Government programs have been developed to encourage economic development on Indian Reservations. In support of these efforts, and in consideration of the historic propensity for Montana Indian Reservations to produce high quality fire suppression crews, it is the policy of the agencies participating in the plan to promote employment of NAC Crews whenever possible.

BIA sponsored reservations/crews in Montana include: Blackfeet, Crow, Flathead, Fort Belknap, Fort Peck, Northern Cheyenne and Rocky Boy's. BIA sponsored reservations/crews in North Dakota include: Fort Totten, Fort Berthold, and Turtle Mountain. In addition there are Forest Service sponsored "Urban Crews" composed mostly of Native Americans in Great Falls, Helena and Missoula. The sponsoring agency is considered the "home unit" for the purpose of this plan. Each sponsoring agency is responsible for the authority and execution of the NAC operating plan.

I. GENERAL CREW REQUIREMENTS

A. Crew Structure

NAC Crews will follow the National Wildfire Coordinating Group (NWCG) minimum crew standards for mobilization (See Appendix F). NAC crews are generally organized as type 2 crews as identified on the NWCG matrix. When total crew size drops below sixteen, the crew may, at the discretion of the incident management team, be returned home. In no instance will a crew consisting of less than eighteen persons be dispatched to an incident. All crewmembers will carry red cards supporting their qualifications.

Crews of less than normal structure can be ordered on a case-by-case basis to meet special needs (see specialty crews). Crews are encouraged to have two Red Carded sawyers, documented on the manifest when the order is filled. Sawyers will not be paid as sawyers unless the Incident Management Team (IMT) specifically requests them on the resource order. Also, if an IMT on an incident requests the use of chainsaws for operational use the crew can be provided and use chainsaw(s) on the incident when qualified personnel are available on the crew. AD pay rates will be changed on a “per shift(s)” basis to reflect the level of sawyer certification requested for chainsaw use. This request must be documented on the General Message Form or CTR by the IMT. All sawyers will provide documentation needed to support their qualifications. The need for chainsaw use is the responsibility of the Incident Management Team. Rates are established in the Pay Plan for Emergency Workers (AD Pay Plan).

B. Age, Training, Drug Testing, Medical Standards and Physical Fitness Requirements

To be qualified for hire, all NAC firefighters will meet the national minimum standards for experience, training, medical and physical fitness as established by the NWCG in the Wildland and Prescribed Fire Qualification System Guide (310-1) and for FS sponsored units the Fire and Aviation Incident Qualification Handbook, 5109.17. No one under eighteen years of age will be hired. Every AD/EFF firefighter must submit to an annual drug test and complete the Work Capacity Test at the level required in the position for which they are qualifying.

In 2004 the Rocky Mountain Region implemented the Federal Interagency Wildland Firefighter Medical Qualification Standards. Individuals hired will be medically and physically fit so they do not present a safety hazard to themselves or their crew in NAC activities. Arduous AD/EFF employees 45 years and older are required to take the Medical Standards Annual Exam prior to participating in the WCT. Moderate and Light AD/EFF employees less than 45 years of age are required to complete the NAC Physical Exam every three years (*see Appendix C*).

In between years individuals will be required to complete a HSQ and RMR-440 form. Fire Management Officers may require completion of a WCT at any time. Medical examination forms contain confidential medical information and are subject to the provisions of the Privacy Act (5USC 5522a). Proof of successful completion of physical examinations will be provided to the Fire Management Officer or AD hiring unit using Page 6 of the interagency form or page 8 of the NAC Physical form. The authorized interagency exam form is available through the BIA and can be obtained at <http://medical.smis.doi.gov/NIFCMedicalstds.htm>.

To remain consistence with Federal Departmental Manuals in order to promote a Drug Free Workplace every AD/EFF firefighter must submit to an annual drug test. An accurate and reliable drug test will be utilized to test for marijuana (THC), cocaine (COC), opiates (OPI), amphetamines (mAMP), and phencyclidine (PCP). A positive test result will disqualify an applicant for hire for a period of **six months**.

There are three levels of fitness included under Work Capacity Tests. The level of fitness required is dependent upon the qualifications listed for the position being sought. All participating agencies will accept the physical fitness standards of the sponsoring agency for NAC personnel. The following table summarizes requirements for the three fitness levels.

WORK CATEGORY	TEST	DISTANCE	WEIGHT	TIME
Arduous	Pack Test	3 Miles	45 LBS	45 Minutes
Moderate	Field Test	2 Miles	25 LBS	30 Minutes
Light	Walk Test	1 Mile	None	16 Minutes

The Incident Qualification and Certification System (IQCS) will be used to record and document employee fire training and experience data and to print red cards. Training, wildfire and prescribed fire incident experience must be entered in the IQCS for all BIA and Tribal firefighters in order to verify qualifications for interagency and local dispatch.

All EFF qualifications must be documented through the IQCS and a red card will be printed for each EFF crewmember. Each firefighter must carry a red card printed from IQCS when functioning in an overhead or technical specialist position. People without records in the IQCS will not be dispatched. Those with records in the IQCS will be dispatched only for positions that their records show they qualify. For NAC Type 2 crewmembers agency dispatchers will sign manifests confirming that all individuals listed have local IQCS records verifying qualification for their assignments and red cards will be sent with crew boss. The burden of proof is on Compacted or 638 Tribes to show they are using the IQCS, or a system of controls similar to the IQCS.

Agency personnel have access only to those files in the IQCS for which they are responsible. If fire personnel show up for a local dispatch and claim to be qualified but have no records in the local IQCS they will not be sent out. An effort should be made to find out where their records are and their home agency should be contacted. If the home FMO agrees to allow the receiving agency to dispatch a qualified individual then the receiving FMO may dispatch that individual only after the IQCS records have been transferred and are in the local system. Under no circumstances should a resource order be filled without local IQCS records to verify qualifications.

C. Equal Employment Opportunity (EEO)

EEO practices will be followed during all phases of crew management including selection, training, hiring, use and evaluation of crew personnel. The policy is to provide equal employment opportunity for all qualified persons regardless of race, creed, color, sex, national origin, age, or physical disability.

D. Crew Boss and Crewmember Selection

Home unit Fire Management Officers/Fire Control Officers (FMO/FCO) in consultation with local crew boss organizations will develop a selection process for crew boss trainees. Crew bosses will select qualified squad bosses and crewmembers. The responsibility to insure that all individuals dispatched are fully qualified belongs to the home unit FMO/FCO.

II. DESIGNATION OF CREWS

The BIA has identified the goal of 100 NAC crews for interagency support. Each reservation is allocated a portion of the total number based on total reservation population statistics. Since the Wind River Reservation is funded under the Rocky Mountain Region and the Flathead Reservation is not, for crew funding purposes, Wind River is included in the total crew numbers but Flathead is not. There will be no attempt to limit reservations to their allotted crew numbers until the 100-crew goal is approached. Forest Service sponsored crews are covered under this operating plan and are allocated training slots in NAC sponsored courses when space is available and training assistance provided.

III. NAC CREW TRAINING MANAGEMENT

A. Objectives

1. To establish a system that ensures the NAC program has trained and qualified Type 2, Type 2 IA firefighter and camp crews.
2. To ensure standardization of procedures for management of all NAC crews.

3. To provide administrative and supervisory direction for the management of all NAC crews.
4. To provide equality across all Montana reservations in management of the NAC program.
5. To provide opportunities for NAC personnel to become qualified for assignments in the Incident Command System.

B. Responsible Agencies

1. Northern Rockies Coordination Center (NRCC)

The Northern Rockies Coordination Center assists in the mobilization and demobilization of crews between zones within the Northern Rockies Geographic Area and the National Interagency Coordination Center (NICC) in Boise.

2. Interagency Dispatch Zones

Zone Dispatch Centers (ZDC) are used within the Northern Rockies Area for the mobilization and demobilization of crews. Zone Dispatch Centers will notify the NRCC of availability, commitment, and release of all NAC crews within the zones. Zone Dispatch Centers and Home units shall maintain in-house crew management systems, which insure rotational call-up of crews within the zone.

3. Home Unit

Home units have the first level of responsibility for recruitment, hiring, training, and administrative matters relating to NAC Crews. Home units are responsible for maintaining current records in the IQCS database regarding the qualifications, performance, training and experience of each NAC member under their jurisdiction.

The home unit will assist in scheduling and sponsoring training required maintaining qualified personnel. The home unit will request and receive assistance in the form of instructors and instructional materials and aids from all NRCCG members.

The home unit will establish and maintain a call-up system, which meets time frames established between the home unit and the ZDC for crew mobilization.

4. NRCG Native American Crew (NAC) Committee

The NRCG NAC Committee will be comprised of a representative from each of the following agencies and a NAC crew boss or higher in good standing from each of the Montana Reservations which include: Blackfeet, Crow, Flathead, Fort Belknap, Fort Peck, Northern Cheyenne, and Rocky Boy's, sponsored reservations/crews in North Dakota include: Fort Totten, Fort Berthold, and Turtle Mountain, USDA Forest Service (FS), USDI, Bureau of Indian Affairs (BIA), Bureau of Land Management (BLM), National Park Service (NPS), Fish and Wildlife Service (FWS), Montana Department of Natural Resources & Conservation (DNRC). The role of the Committee includes developing and implementing policy procedures, serving as the NAC expertise for the NRCG membership, rewriting and executing the annual operating plan, providing a forum for the exchange of ideas relating to NAC crew performance, and other tasks as necessary for the successful operation of the NAC program.

5. Home Unit MIF/NAC Board

A MIF/NAC Board will be established and active at each home unit. The intent of the Board is to successfully implement and enforce this operating plan. In addition to dealing with issues or problems encountered with NAC personnel dispatched from their home unit. The Board will consist of the following members:

1. Two crew bosses
2. One FMO or Forester
3. The Agency Superintendent or a Tribal Counsel person
4. One person not directly in the chain of command

The Board is responsible for assisting the home unit FMO in recruiting and maintaining a qualified contingency of NAC personnel. This function includes assisting in the selection of crew and squad bosses and trainees for those positions. The Board will also review and submit comments on the NAC Plan to the Home Unit FMO by December 1 of each year.

C. NAC Crew Boss Training

Crew boss training will be offered every other year on the odd numbered years for a class of 30. The class location will alternate between hosting reservations under the Billings and Great Falls Dispatch Centers. The training will be conducted as an interagency effort between the signatory agencies to the Memorandum of Understanding under which this operating plan is authorized. A coordinator from each agency will assemble the cadre and secure other agency resources to ensure the success of the training session. The available course slots will be allocated to

participating reservations based on the numbers of crews available for dispatch from each reservation and the numbers of crews at each reservation without qualified crew bosses. Candidates must meet the published course prerequisites.

D. NAC Type 2 Crew Training

Two courses for training NAC Type 2 Crew “Rookies” will be scheduled each year during the first two weeks in June. The courses will cover all of the material required in the 310-1 for FFT2 and will use NWCG course materials.

Each home unit FMO/FCO will establish a system to screen, drug test, medical exam and fitness test potential rookie trainees before the training and enter records into IQCS for all trainees that successfully complete the course requirements.

IV. OPERATIONS

A. Crew Order and Hire

1. Coordination

Coordination of NAC Crew use is the responsibility of the NRCC. The NRCC maintains a list of available NAC crews by home unit. The list is updated daily and during fire season made available to all land management agencies and landowners through the dispatch system on a nationwide basis. The NRCC places orders with the appropriate zone dispatch center from which the home unit is contacted.

2. Crew Dispatching

Prior to mobilization each unit will communicate with respective dispatch center on the availability of crew(s). Home units will be allowed two hours to assemble the crews ordered. Home units have 30 minutes to respond to the initial contact as to whether or not the crews can be provided. Responsibilities for arrangement of crew travel, meals and transportation will be split between the zone dispatch center and the home unit by verbal agreement when the order is placed at the home unit. If the order cannot be filled within the two-hour time limit the dispatch will be declined within the first 30 minutes and the zone dispatch center will place the order with the next home unit on the rotation list. If a crew can mobilize, but their dispatch is cancelled they will move to the top of the rotation list for the next dispatch. Individuals will not be dispatched if they are sick, injured, recovering from a recent injury or illness. Individuals must provide personal hygiene items for a dispatch of up to fourteen days. Not allowed to carry expensive personal items. The incident will not be

responsible for lost, stolen, damaged, or destroyed personal items not essential to the job.

This operating plan should be reviewed with each crew boss at the time of dispatch. The home unit will provide the crews with the following items of gear and safety equipment:

- Personal Gear Pack (1 each per person)
- Fire Resistant Trousers (1 each per person)
- Hardhat with chinstrap (1 each per person)
- Fire Resistant Shirts (2 each per person)
- First Aid Kit (1 crew kit per crew)
- Head Lamp with batteries (1 each per person)
- Firefighter Field Pack (1 each per person)
- 1 Qt. disposable canteen with case (2 each per person)
- Fire Shelter and Web Belt (1 each per person)
- Leather Gloves (1 pair per person)
- Goggles (1 pair per person)
- Sleeping bag (1 each per person)
- 4 radios per NAC crew

Note: Each individual is allowed two items of baggage, a single soft pack not to exceed 45 pounds, and Web Gear not to exceed 20 pounds. Crews should not expect to be re-supplied at the incident unless they are being directly reassigned to a new fire. In cases of direct reassignment crew bosses will secure consumable item re-supply approval and "S" numbers at the incident to put on the Incident Replacement Requisition form to facilitate re-supply. One copy of the Incident Replacement Requisition should be provided to the home unit dispatch office.

3. Dispatch Directory

Northern Rockies
Coordination Center
5765 West Broadway
Missoula, MT 59808

Telephone (406) 329-4880
24-hour (406) 329-4880

Billings Interagency
Dispatch Center
1299 Rimtop Drive
Billings, MT 59105-1977

Telephone (406) 896-2900
Fax (406) 896-2950

Great Falls Interagency
Dispatch Center
P.O. Box 869, 1101 15th St. North
Great Falls MT 59403

Telephone (406) 791-7707, 7761
Cell (406) 799-1072 or 670-6856
Fax (406) 731-5301

Helena Interagency
Dispatch Center
3425 Skyway Drive
Helena, MT 59602

Telephone (406) 449-5475

Missoula Interagency
Dispatch Center
1803 Strand
Missoula, MT 59801

Telephone (406) 829-7070
24-hour (406) 829-7070

BIA - Blackfeet Agency
Andrea Gilham, FMO
P.O. Box 880
Browning, MT 59417

Telephone (406) 338-7498
338-2845
Fax (406) 338-5314
Email: andreagilham@bia.gov

BIA - Crow Agency
Steve Collins, FMO
P.O. Box 69
Crow Agency, MT 59022

Telephone (406) 638-2247
Fax (406) 638-2380
Email: crafire@wtp.net

Fort Belknap Community Council
Michael Longknife, FMO
RR 1, P.O. Box 980
Harlem, MT 59526

Telephone (406) 353-4874
Fax (406) 353-2606

BIA - Fort Peck Agency
Russell Mail, FCO
Poplar, MT 59255

Telephone (406) 768-3666
Fax (406) 768-3662
Email: fpafire@wtp.net

Chippewa Cree Tribe
Emery Nault, FMO
RR 1, P.O. Box 542
Box Elder, MT 59521

Telephone (406) 395-4207
Fax (406) 395-4382
Email: emery@cct.rockyboy.org

BIA - Northern Cheyenne Agency
Vacant, FMO
P.O. Box 40
Lame Deer, MT 59043

Telephone (406) 477-8264
Fax (406) 477-8918
Email: ncafire@wtp.net

BIA/CS&KT; Flathead Agency
Division of Fire
Tony Harwood, FMO
2220 Old Highway 93
Ronan, MT 59864

Telephone (406) 676-2550
Fax (406) 676-2554
Email: tonyh@cstkt.org

Fort Berthold
Marle Baker, FMO
404 Frontage Road
New Town, ND 58763-9402

Telephone (701) 421-1423

Fort Totten Agency
Daniel Herman, FMO
P.O. Box 492
Fort Totten, ND 58335

Telephone (701) 766-4222
Fax (701) 766-4424

Turtle Mountain Agency
Peter Hamley, FMO
P.O. Box 60, BIA #7
Belcourt, ND 58316

Telephone (701) 477-6531

4. Crew Rotation Guidelines

The process begins with a daily update of crew availability on a report from the home unit. Crew requests coming from NRCC will be rotated on the basis of which zone dispatch center has the most crews available. If one center has three times more crews available than another it will get three times the number of crew requests giving each crew the same chance to go to a fire. The dispatch centers will pass along the order to the agencies in their zone using similar criteria. However, during any fire situation the following factors may periodically alter the normal rotation of crews: closer proximity of home units to a fire or staging area during critical fire behavior situations, availability of Personal Protective Equipment, availability of transportation, and prior notice of crew unavailability, amount of fire activity in the geographic area and time restrictions and associated costs. When crews are available to be dispatched to a fire in the local area they may be ordered directly by the user agency. When this occurs the home unit will notify the zone dispatch center of the action. **Any home unit that dispatches suspended, unqualified or non-red carded firefighters, or has not provided the zone dispatch center a current list of suspended firefighters will be removed from the crew rotation.**

B. Type 2 Crew Requirements

1. Fire situations will dictate length of assignment, but crews should be prepared to be gone fourteen days. Crewmembers that cannot complete a fourteen-day assignment for prior personal reasons (school, doctor appointments, court dates, etc.) should not be dispatched. Individuals violating this requirement are subject to disciplinary action 18.
2. Demobilization of individual crewmembers for family emergencies will be initiated by the home unit and verified requests sent to the zone dispatch center using the Emergency Release/Message Form. Emergency demobilizations cannot be initiated by the individual firefighter.

3. Any fire personnel leaving a fire assignment because of injury or illness will be released if not fit for duty, and returned to the point of hire after treatment. Return to fire duty will not be at the option of the employee being treated.
4. Prior to crews departure from the point of hire, the home unit will prepare Passenger and Cargo Manifests (5100-5), (7/76) listing all crewmembers, their individual weight, gear weight, and total crew weight not to exceed 5100 pounds. This manifest is to be compiled based on agency qualification records and must be signed by the dispatcher in charge. Firefighters without records in the local IQCS database will not be placed on any manifest.
5. All NAC crewmembers will read, sign and comply with all of the conditions listed in the "Conditions of Hire" statement.
7. NAC crewmembers must bring their own personal clothing when hired. All crewmembers must arrive at the fire prepared for work and not rely on commissary to properly equip them. In addition, each crewmember must provide the following items of personal gear, in good condition, for a fourteen-day assignment:
 - All Leather boots, lace-up (minimum 8" top), with non-slip lug (Vibram type) soles and heels (steel-toed boots are not acceptable)
 - Cotton pants with 1 1/2 inch wide leather belt
 - Jacket
 - Socks
 - For early and late season fires (cold weather), include long underwear, rain gear, jacket, warm gloves and hat and additional warm clothing
 - Personal toiletries
 - Prescriptions
 - Tobacco
 - Extra leather bootlaces

Note: Synthetic clothing is not acceptable and expensive personal items such as cameras, electronic equipment and AM/FM radios are not recommended.

C. Type 2 Crew Duties and Standards

NAC Type 2 Crews are expected to complete work assignments and to maintain orderly conduct during the entire period of employment from time of hire, dispatch, until the termination of the assignment and return to the point of hire and release from employment. The crew boss has the ultimate responsibility for the conduct and performance of the crew during the assignment.

Supervisory Dispatchers will sign manifests confirming that all individuals listed have red cards verifying qualifications for their assignment(s). Any person with outstanding law enforcement warrants (run through the local police department), or who is on parole/probation (with limits on their movement out of the county or off the reservation), is not eligible for the NAC program.

To maintain currency an individual has to have had an assignment within the last five years. The home unit FMO is responsible to insure that all firefighters have current training and experience records in the IQCS database, and that unqualified or suspended personnel are not dispatched. In addition to qualifications outlined in this operating plan, members of NAC crews will have taken the “Standards of Survival Refresher”, or completed “Lookouts Communications Escape Routes Safety Zones” each year and meet the following requirements:

1. Crew Member (Firefighter Type 2)

Crew Members (AD-2) work as members of a crew, and are skilled in the use of hand tools. Good physical condition and good work habits are required. Individuals may qualify if they have successfully completed the required training as outlined in the training matrix on page 16. An arduous Work Capacity Test is required.

2. Squad Boss (Firefighter Type 1)

Squad Bosses (AD-3) serve as work leaders, working with crew bosses, and are responsible for the work effectiveness, safety, conduct, welfare, leadership and discipline of their assigned squads. Squad bosses will join the crew at an assembly point and accompany the crew to that same location on return.

Individuals may qualify if they have successfully completed the required training as outlined in the training matrix on page 16. They must also have demonstrated leadership ability by acceptable performance on at least two fire assignments in the last five years, and completed a Squad Boss Task Book as per 310-1, and received a recommendation from an FMO, crew boss or crew representative. An arduous Work Capacity Test is required.

3. Crew Boss (Single Resource Boss)

Crew bosses (AD-4) are directly responsible for crew time recording, work effectiveness, safety, conduct, welfare, organization, briefing, discipline and completion of all accident forms. Before leaving each incident the crewboss must resolve any problems on the crew time report.

Immediately upon arrival at the home unit the crew boss must deliver a completed crew evaluation, to the home unit FMO/FCO.

A crew boss will be disciplined if it is found that a violation of the NAC Code of Conduct occurred on his/her crew and it was not reported. The crew boss will ensure the accuracy of the Crew Time Report, SF-261, and an Emergency Firefighter Time Report, OF-288. The crew boss will join the crew at an assembly point and accompany the crew to that same location on return. A crew boss should also maintain a daily diary/log of events.

A crew boss trainee (AD-3) may be assigned. Individuals may qualify if they are qualified at the Firefighter Type 1 level and have completed all required training as outlined on the training matrix on page 16. To maintain currency crew bosses must also successfully serve as a crew boss at least once every five years, and attend/complete the annual crew boss refresher course. An arduous Work Capacity Test is required.

4. Camp Crew

A NAC Camp Crew will consist of one camp crew boss, one squad boss and eight crewmembers. The camp crew boss is responsible for crew work effectiveness, safety, conduct, welfare, discipline, and leadership. In the absence of a crew representative, the camp crew boss will report directly to the Facilities Unit Leader and will have the administrative duties otherwise fulfilled by the crew representative.

To qualify, as camp crewmembers individuals must have successfully completed the required training as outlined in the training matrix on page 18. A light Work Capacity Test is required.

5. Kitchen Crew

A NAC Kitchen Crew will consist of one kitchen crew boss, one squad boss and eight crewmembers. Smaller crews can be ordered as needed. Crewmembers must have a current year certificate that they are free of tuberculosis.

Crew training will be provided by cooperating agencies as needs are identified and funds are available. Standards for Survival and a light Work Capacity Test are required.

6. Camp/Kitchen Crew Boss

Camp/Kitchen Crew Bosses must be qualified at the crewmember level and successfully complete all required training as outlined in the training matrix on page 16. Standards for Survival and a light Work Capacity Test are required.

7. Saw Team

A saw team will consist of two fallers. Fallers must be Firefighter 2 qualified, and successfully complete all required training as outlined in the training matrix on page 16. An arduous Work Capacity Test is required. Saw teams will comply with the standards set by the National Wildfire Coordinating Group (NWCG). Fallers will be requested and paid at the rates identified in the Pay Plan for Emergency Workers (AD Pay Plan). Saw teams and personal equipment (vehicles) will be hired and paid under the procedures in the Chapter 20 of the Interagency Incident Business Management Handbook.

8. Specialty/Type 2 IA Crews

Specialty and Type 2 IA Crews may be ordered for prescribed burning and burn preparation, camp construction, smoke chasing, burning out or backfiring and water handling. Home units must be sure that all crewmembers are qualified for such assignments. Smoke chasers must be qualified to work in two-person teams, and travel cross-country using maps and compasses to locate fires. One or both crewmembers should have a valid state driver's license and be Incident Commander Type 4 qualified. Reference specialty crews in the Northern Rockies Mobilization Guide. Resource orders for specialty crews shall be very specific about the job requirements.

9. Prescribed Burning Crews

Prescribed burning crews can be ordered to assist with on-the-ground fuel management treatment activities, as identified in Chapter 5, Wildland and Prescribed Fire Management Policy: Implementation Procedures Reference Guide, August 1998, and the Interagency Agreement for Fire Management between Federal Agencies, National Interagency Mobilization Guide, NFES 2091. Zone Dispatch Centers will keep copies of agreements between federal agencies in their files. NAC Crews used for prescribed fire must be hired through the Department of Interior. Personnel assigned to fill prescribed fire positions must meet NWCG qualifications for each position and have the ability to perform successfully.

Prescribed fire

assignments will be coordinated and agreed to between offices in terms of personnel, resources and length of assignment. The task order process outlined in the National Interagency Mobilization Guide will be used to document these agreements and implement these special projects.

10. Summary Training Requirements for NAC Personnel

Course	Fire Fighter FFT2	Squad Boss FFT1	Crew Boss	C/K Crew Member	C/K Squad Boss	C/K Crew Boss	Crew Rep
S-130 Basic Firefighter	X	X	X	X	X	X	X
S-131 Squad Boss		X	X				X
S-190 Intro Fire Behavior	X	X	X	X	X	X	X
S-230 Crew Boss			X				X
S-290 Fire Behavior		X	X				X
Standards for Survival/LCES	X	X	X				X

Note: X indicates training required to meet minimum job qualifications. In May of 2004 a memo was sent out by the BIA-NIFC office regarding training policy for Administratively Determined (AD) Emergency Hires. The memo provides guidance on deliverable courses to AD hires which is defined as only courses referred to as "Required" in the 310-1 are authorized to be delivered to AD/EFF casual hires. This matrix reflects the direction of the memo. Camp and Kitchen Crew positions are not NWCG positions therefore reflect what is required for a FFT2. The same for Crew Representative is reflected for Crew Boss requirements.

11. Crew Representative (CREP)

When crews are dispatched within and outside the Northern Rockies Geographic Area, one crew representative will be sent out for every two crews with the option of sending a crew representative with every crew. If a Crew Representative is assigned to a crew the crew will have fifteen firefighters. Crew size, including the Crew Representative and any trainees, cannot exceed 20 persons. Instructions for Crew Representatives (R1-5170-3) (2/88), Appendix A, give general guidelines for CREPs. The CREP is responsible for assisting the crew boss with administrative duties including timekeeping, commissary, accident reporting, getting medical treatment and follow-up for crewmembers, and documenting disciplinary problems. The CREP will leave tactical and crew supervision functions to the crew boss. The CREP will keep the crew boss informed about government rules and regulations and provide contact with the appropriate incident management or dispatch officials on and off the fire.

For disciplinary problems the CREP will provide a written, complete, accurate, unbiased report documenting all offenses. The documentation will include supporting statements pertinent to the offense(s), and will be forwarded to the appropriate home unit for action. Prior to release and payment, each crew boss and CREP will complete his/her respective report (Appendix B) and submit it to the home unit FMO/FCO.

A CREP must be crew boss qualified, have completed Crew Representative Training and passed an arduous Work Capacity Test. Crew representatives are not allowed to take on other overhead assignments/duties while assigned as a CREP.

12. Interagency Resource Representative (IARR)

Any time the Northern Rockies Geographic Area has committed four or more NAC Crews an IARR can be sent by the sending GACC. The IARR serves as an advisor to the NRCC, expanded dispatch and Incident Management Teams (IMT) on matters that relate to NAC policy. The IARR serves as liaison, providing factual information and conducting business between crews, IMTs and home units. IARRs will operate at the command post of the incident base except when demobilization or emergencies require them to be at another location.

D. NAC Type 2 Crew Work Operational Periods

Operational periods for crews on fires are covered in the Interagency Incident Business Management Handbook, Ch.10, Sec: 11-13.5.

While in ordered standby status, crew duty time will not exceed sixteen hours per shift with a minimum of eight hours non-duty time between operational periods. Crews may be required to perform projects while in ordered standby. During non-duty days, all crews at the same incident, or demobilization center, will receive the same number of hours of pay per day, not to exceed eight hours. While in travel status, crews will be paid for travel in accordance with the Interagency Incident Business Management Handbook.

E. Nepotism Policy

There will be no direct supervision of immediate family members including (mother, father, brother, sister, spouse, step brother/sister, adopted brother/sister or half brother/sister) on any NAC Crew. Squad bosses cannot be related to the crew boss and squad members cannot be related to their squad boss.

F. Open/Closed Camp Policy

Incident Management Teams will decide whether a camp will be open or closed, whether incident personnel will be allowed to leave camp after their work shift or not, when the camp is established. Whatever policy determination is made will apply to all incident personnel using the camp.

G. Dress Code

NAC line crews are required to wear nomex fire clothing when in pay status. This includes travel to incidents but not during return travel to the home unit.

H. Splitting of Crews

NAC Type 2 Crews will not be split or deployed over such an area that the crew boss cannot exercise control of the entire crew, unless the crew is qualified for that purpose.

I. Meals

After crews are hired all meals will be provided, however, crews leaving the home unit after normal mealtime should not expect to receive a meal until the next normal mealtime.

V. NAC CREW CONDUCT AND DISCIPLINE

A. Overview

All NAC crew personnel will: abide by the Conditions of Hire (see Attachment 1), laws, rules, regulations and policies established for personal conduct and safety; instructions given by supervisors; respect the rights of fellow workers; and properly care for government and private property. When a violation of the above occurs, the IMT will provide the documentation and take initial action at the incident. The home unit of the crew will take further disciplinary action.

B. Rules of Conduct

Unsatisfactory performance or conduct will not be tolerated. Every firefighter is important to the overall safety and effectiveness of their crew. Organization and discipline will be maintained from the time a crew leaves their point of hire until they return. Disciplinary action for unsatisfactory performance or conduct en route to, from, or on the fire, or at the duty station is the responsibility of the crew boss and CREP. NAC Crewmembers are expected to follow established "Rules of Conduct," whether on-shift or off-shift, from the time of hire to the time of release at the home unit which include:

1. Good mental and physical condition required to function as a competent firefighter.
2. Conducting themselves in a professional and orderly manner. Not possessing or being under the influence of alcohol or drugs at any time

during the entire assignment. This includes all time (travel, work, R&R, on and off shift, and ordered standby duty) from point of hire until return to point of hire and employment is ended.

3. Following safe working practices at all times; observing the Ten Standard Firefighting Orders, LCES and Eighteen Situations That Shout Watchout, and using safety equipment provided.
4. Maintaining assigned government equipment and tools in good, serviceable condition and, at the end of the assignment, returning this equipment in good condition to the place or person designated.
5. Reporting for duty at the place and time designated, ready to begin the assignment. This includes having the proper tools, equipment and supplies needed for the assignment and wearing the proper Personal Protective Equipment (PPE).
6. Execute incident objectives within assigned timeframes from supervisors unless otherwise prevented by unsafe conditions or situations.
7. Maintaining clean, orderly living areas; including fire camps. Garbage, tools, and equipment will be picked up and disposed of or stored properly at all times.
8. Maintaining professional working relationships with fellow workers, other crews, and supervisors. An attitude of cooperation will be expected from all crewmembers.
9. Reporting violations of the Rules of Conduct. Crewmembers that observe violations of the Rules of Conduct by other crewmembers or their supervisors should write down their observations on a note pad after shift while in camp and give the report to their home unit FMO/FCO when they return to their point of hire after the incident. If the violation is serious enough to jeopardize crew safety or function the report should be given to the crew boss supervisor or the Human Resource Specialist assigned to the incident. A copy should be retained for delivery to the home unit FMO/FCO in all cases.

Law enforcement agencies have the authority to conduct searches following existing federal and/or state procedures, where probable cause has been established. Canine units may be used to determine the presence of illegal substances where reasonable suspicion exists. If a canine unit “hits”, on personal property, consent to search that property will be requested. If consent is not granted, the personal property may be impounded until a search warrant is secured. The owner shall be granted supervised access to the property.

C. Violations of the Rules of Conduct

Violations of the rules of conduct, and recommended actions will be documented in writing by the IARR, CREP, Crew Boss, and IMT within a week of the violations. Documentation will be forwarded immediately to the home unit and the ZDC to show cause for disciplinary action by the home unit FMO/FCO. In special cases the initial information may be provided by telephone, but written documentation must be forwarded to the home unit in a timely fashion (within a week). **Return travel costs including meals for crewmembers terminated for cause will be deducted from the individual's pay.** Disciplinary decisions may be appealed to home unit MIF/NAC Boards. **The Incident Personnel Performance Rating will document the violation of the code of conduct and be faxed immediately to the employee's home unit FMO/FCO.** Home unit MIF/NAC Boards will meet to consider appeals. The home unit MIF/NAC Board will meet to determine the validity of infractions, but will not alter punishments established in the NAC operating plan. Documentation of final actions by home unit MIF/NAC Boards will be forwarded to the BIA Regional Office and the ZDC. In those cases where crews are sponsored by a National Forest, the Forest Service will take appropriate action.

The home unit FMO/FCO will make an immediate disciplinary decision based on documentation provided from the incident on the infraction. Within 15 days of the infraction the FMO/FCO will send a letter to the affected individual(s) which:

1. States the nature of the offense and documents the associated disciplinary action.
2. Suggests what the individual, or crew, should do to correct the offense, or prevent future termination, probation, or suspension.
3. States the name and address to which the individual(s), or crew, may appeal the adverse action.
4. States that the affected parties must give written notice if they desire to appeal.
5. States that any written notice of appeal must be hand-delivered or postmarked to the home unit FMO/FCO address within thirty (30) days of receipt of the notice of disciplinary action.

The letter should be sent via certified mail, return receipt requested.

When the home unit FMO/FCO receives a valid notice of appeal on an adverse action the FMO/FCO will convene a meeting of the local MIF/NAC Board to consider the appeal as soon as possible. Each home unit FMO/FCO will maintain a current list of individuals that have received disciplinary actions and share the list with their ZDC and other agency programs as the list is updated.

D. Disciplinary Actions

1. INFRACTION: Unprofessional or discourteous conduct toward supervisors, co-workers, or other incident personnel.
 ACTION: First Offense – Remainder of season plus one year suspension.
 Second Offense – Three year suspension
 Third – Removal from NAC program.
2. INFRACTION: Poor or deficient ratings for individual firefighters.
 ACTION: First Offense - Warning letter
 Second Offense – Remainder of season plus one year suspension.
3. INFRACTION: Alcohol use or possession during a dispatch.
 ACTION: First Offense – Three year suspension.
 Second Offense – Five year suspension.
 Third Offense – Lifetime suspension.
4. INFRACTION: Illegal drug use or possession during a dispatch.
 ACTION: Report to law enforcement for appropriate legal action.
 First Offense – Three year suspension.
 Second Offense – Lifetime suspension.
5. INFRACTION: Abandonment of position (walking away from the crew).
 ACTION: First Offense – Three year suspension.
 Second Offense – Lifetime suspension.
6. INFRACTION: Initiating a release from an incident under false pretenses.
 ACTION: First Offense – Three year suspension
 Second Offense – Lifetime suspension.
7. INFRACTION: Physical Fighting (physical contact must occur - assault and battery).
 ACTION: First Offense – Three year suspension.
 Second Offense – Lifetime suspension.
8. INFRACTION: Poor Physical Condition.
 ACTION: First Offense - Retake physical and the Work Capacity Test.
 Second Offense – Remainder of season plus one year suspension.

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| 9. | INFRACTION:
ACTION: | Thievery.
First Offense – Remainder of season plus one year suspension.
Second Offense – Three year suspension |
| 10. | INFRACTION:
ACTION: | Malicious damage of government/private property.
First Offense – Remainder of season plus one year suspension.
Second Offense – Three year suspension. |
| 11. | INFRACTION:
ACTION: | Insubordination.
First Offense – Remainder of season plus one year suspension.
Second Offense – Three year suspension. |
| 12. | INFRACTION:
ACTION: | Failure to report sick or injured.
First Offense – Remainder of season plus one year suspension.
Second Offense – Three year suspension. |
| 13. | INFRACTION:
ACTION: | Harassment of persons on the basis of their race, sex, age, ethnic origin or religion.
First Offense – Three year suspension
Second Offense – Lifetime suspension. |
| 14. | INFRACTION:
ACTION: | Possession of firearms or deadly weapons as defined under Montana State law (includes knives with four-inch blades). The NAC has a zero tolerance policy.
Report to Law Enforcement for appropriate legal action and Lifetime suspension. |
| 15. | INFRACTION:
ACTION: | Violating the “Rules of Conduct.”
First Offense – Remainder of season plus one year suspension
Second Offense – One year suspension and or lifetime suspension. |
| 16. | INFRACTION:
ACTION: | Personal threats, intimidation, or verbal abuse.
First Offense – Three year suspension
Second Offense – Lifetime suspension. |

17. INFRACTION: CREP/Crew Boss/ Squad Boss failure to report violation of the “rules of conduct” in writing.
 ACTION: First Offense – Remainder of season plus one year suspension.
 Second Offense – Three year suspension.
18. INFRACTION: Length of Assignment Requirement (see page 11).
 ACTION: First Offense – Remainder of season plus one year suspension.
 Second Offense – Three year suspension.

When local MIF/NAC Boards are reviewing infractions and administering the appropriate action they may impose lifetime suspensions if infractions are severe in nature and have extreme negative impact to the program. Any infraction resulting in the demobilization of an individual will require the responsible individual to pay travel and meal costs for the return trip to their home unit. Reports of all infractions will be submitted to the home unit FMO/FCO.

VI. APPEAL PROCEDURES FOR INDIVIDUALS AND CREWS

This section explains the appeal process for NAC employees and crews that have received disciplinary letters and actions. Affected individuals and crews may appeal disciplinary decisions but must do so in writing within thirty days of receipt of the notice of disciplinary action issued by the home unit FMO/FCO.

Upon receipt of a valid, written appeal, the home unit FMO/FCO will schedule a meeting of the home unit NAC Board. The meeting should take place as soon after the appeal is received as possible, but in all cases, within two weeks. If the appellant individual or crew disputes the reported facts or the incident or evaluation on which the disciplinary action was based, an opportunity shall be afforded to present testimony. The appellant individual or crew will not be allowed to appeal the nature or severity of the penalty. The home unit NAC Board has no authority to change the standard penalty for an infraction.

The home unit FMO/FCO will issue a written decision within seven (7) working days after the appeal meeting. The written decision will be sent via certified mail, return receipt requested, to each individual affected. The BIA Regional Office and the ZDC will also be notified of the decision.

Individuals violating infractions #3 and #4 on the first offense may appeal their suspension. The appeal only applies to the first offense only and upon completion of treatment an individual may or may not be reinstated prior to the end of their suspension. However, the appeal must be based on the individual’s successful completion of alcohol/drug treatment with documentation. Should the individual violate the infractions a second time they will be suspended immediately for lifetime. They will not be allowed the second offense action in infraction #3.

VII. CREW EVALUATIONS

Prior to release from an assignment, NAC crews and crew bosses will be evaluated on the assignment by the immediate supervisor of the crew boss. The evaluation will be done on the interagency "Fire Crew Performance Rating" form. As necessary, Position Task Books will also be completed by the crew boss and/or strike team leader and /or CREP for squad bosses and crew boss trainees.

A. Evaluation

Each evaluation will consist of a thorough, accurate and fair reflection of a crew's performance on all aspects of the assignment over the entire duration of the assignment.

The evaluation process will be ongoing as a necessary part of supervisory responsibility. When observed crew performance is highly satisfactory or superior, the supervisor will immediately recognize the performance and encourage it through the crew boss. If superior performance continues throughout the assignment, it will be documented in the written evaluation of the assignment.

When deficient crew performance is observed during an assignment, the supervisor will immediately identify the deficiency and discuss corrective action with the crew boss. If the deficiencies continue they will be documented in the written evaluation of the crew on the assignment.

At the end of the assignment, the "Fire Crew Performance Rating" must be completed by the supervisor and discussed with the crew boss. If a "deficient" rating is given in any category in Block #9, "Crew Evaluation", or Block #10, "Supervisory Performance", the deficiency will be fully explained in Block #14, "Remarks", and the evaluation will be reviewed and counter-signed by the next higher person in the chain of command prior to discussion with the crew boss.

B. Evaluation Routing

When a crew evaluation is completed it will be routed as follows:

- A. One copy will be given to the crew boss at the incident.
- B. One copy will be sent to the home unit FMO.
- C. One copy will be sent to the Rocky Mountain Regional Office.
- D. Evaluations will be reviewed and filed at the home unit and the Regional Office. They will be used to determine training needs and effectiveness. The home unit will issue any follow-up action needed in a timely manner.

C. Position Task Books (PTB)

Position Task Books for squad boss, FFT 1 and crew boss positions will be initiated by the home unit FMO/FCO. Individuals will keep their own PTB between assignments until the PTB is completed. Completed PTBs will be submitted to the home unit FMO/FCO for review, certification and entry into the IQCS database. After PTBs have been entered into the IQCS database they may be kept in an employee personnel file at the home unit or retained by the individual.

VIII. NAC PROGRAM ADMINISTRATION

The following administrative requirements and procedures will be used in the management of NAC crews.

A. AD-Pay Rates and Pay Periods

1. AD-Pay Rates

AD pay will be at an hourly rate for each hour of compensable time for the duration of employment. All compensable hours will be paid at straight time. AD employed NAC Crews are not paid time-and-one-half rates. The rate per hour will apply to all hours worked, regardless of total number, night, Sunday, or holiday hours. The designated workweek starts Monday morning at 0001 hrs, and runs until Sunday night at 2400 hrs. NAC personnel are expected to work weekends and holidays if they fall within the employment period.

Rates of pay are established each year in the "Pay Plan for Emergency Workers" published by the U.S. Forest Service, Interim Directive No. 5109.24. A copy of the current pay plan is included in this operating plan as Appendix E.

2. Pay Periods

Pay will start when the agency representative signing up the crew has assembled the complete crew at the point of hire. Crews can be paid for up to two hours while they are being issued fire gear before travel time starts. Refer to Interagency Incident Business Management Handbook for compensation for all on-shift and off-shift time.

Travel time, is any time recorded for travel from the point of hire until arrival at the incident. Travel time is compensable, except any break in travel over two hours is not compensable when individuals are free to eat,

sleep, or, to a limited degree, pursue personal activities, as established in the Interagency Incident Business Management Handbook, Ch. 10, Sec: 11-13.5.

Ordered standby, occurs when at the direction of an Agency Official, casual firefighters are fully outfitted and available for immediate fire assignment from a specific location. Fire personnel will be compensated for all time, excluding meal breaks, as specifically authorized by an Incident Commander, Fire Management Officer, or other Agency Official. When not on ordered standby, or assigned to a fire or other project work with specified availability and performance requirements, personnel will be compensated for a guaranteed eight hours per day. Reference the Interagency Incident Business Management Handbook, Ch. 10, sec, 11-13.5.

Time spent in a mobilization or demobilization center, including incident base, where the individual can rest, eat, or to a limited degree, pursue activities of a personal nature, is not compensable as ordered standby. Such time is compensable only to the extent needed to complete the eight hours for that duty day. Reference the Interagency Incident Business Management Handbook, Ch. 10, sec, 11-13.5.

The minimum compensable time allowance for each employment period is two hours. Thereafter, time will be computed in multiples of 15 minutes.

Normal operational periods for crews on fires may often be twelve to fourteen hours duty time with a minimum of eight hours non-duty time between shifts. Any shifts in excess of sixteen hours will require a written justification by the Incident Commander.

B. Timekeeping

NAC crew time will be reported, for all assignments, on an OF-288, "Emergency Firefighter Time Report". This form must be completed per agency requirements established in the Interagency Incident Business Management Handbook. Prior to release from employment, or upon completion of a timesheet, the timesheet must be received and signed by the employee. These forms will be initiated at the point of hire by the home unit and forwarded to the fire timekeeper via the crew boss or the CREP.

The crew boss or CREP will submit completed copies of OF-288's, to the Incident Finance Section for the crew. The crew boss or CREP must then obtain instructions from the Plans Section as to on or off-shift status of the crew. All shift time will be recorded on Crew Time Reports, SF-261, signed by the immediate supervisor, and submitted to Finance at the end of each operational

period. Prior to departure from each incident, the OF-288 must be reviewed and signed by each employee, if in agreement. If the individual disagrees with the posting of the time and/or commissary costs, it must be reported to the crew boss and corrections made by the Finance Section. The crew boss must assure the time sheets are complete and accurate before leaving the incident.

Time sheets will be hand carried by the Crew Boss to the home unit dispatch facility. Dispatch will close out the time sheets and coordinate with the appropriate ADO. Crews will not be paid at the incident.

C. Paying

Emergency Firefighter (EFF)/Vendor Pay system has gone through a redesign. Effective January 1, 2005 all EFF time will be processed through a centralized payment center known as the Bureau of Indian Affairs, Bureau of Land Management and Fish and Wildlife Service (BIA/BLM/FWS) Centralized Payment Center in Boise, ID.

A firefighter will not be paid until the crew returns to the home unit. All issued equipment will be accounted for prior to payment.

Pay as per IIBMH (eight hours/day) may be continued for injured firefighters (including those that are released) until the crew returns to the home unit.

D. Conditions of Hire

All NAC personnel will read and sign a "Conditions of Hire" statement when they are hired (see Attachment 1). Refusal to sign the statement will prevent the person from being hired.

E. Income Tax Withholding Information

All NAC personnel will be afforded the opportunity to complete and sign a Withholding Allowance Certificate W-4, Earned Income Credit Advance Payment Certificate W-5 (if eligible and claiming Earned Income Credit), and applicable state income tax withholding forms when they are first hired. Failure to complete and sign such forms will result in tax being withheld at the highest (default) rate for both federal and state income taxes. Emergency firefighters may request taxes to be withheld from a state other than where they were hired by filing the appropriate state income tax withholding form.

F. Transportation Manifest

When a NAC crew is transported by air or ground, an accurate transportation manifest will be prepared prior to departure of the crew. The manifest will show names, social security numbers, and weights of all personnel traveling on the designated vehicle/aircraft.

At least eight copies of the manifest will be prepared and distributed as follows:

- 3 copies – Crew Boss, one goes to receiving office, one goes to finance section
- 3 copies – Vehicle/aircraft operation
- 1 copy – Retain at point of transportation origin
- 1 copy – Mailed to office originating transportation

G. Employment Eligibility and Verification, Form I-9

The Immigration Reform and Control Act of 1986 require employers to hire only individuals who are eligible to work in the United States. All emergency fire fighters will be required to complete Form I-9, Employment Eligibility and Verification, prior to employment. Each home unit will be responsible for ensuring completion of an I-9 for all NAC personnel.

Non-U.S. citizens hired as firefighters must have an Individual Taxpayer Number (ITN) in order to be paid. Individuals obtain an ITN by completing a Form W-7, Application for IRS Individual Taxpayer Identification, and submitting it to the local Internal Revenue Service Office.

H. Personal Information Disclosure

Social Security Number (SSN) disclosure is mandatory as a condition of hire. The SSN is used primarily to gather earnings data in connection with lawful requests from other agencies (IRS or state tax agencies). Section 6311 of Title 5 U.S.C. authorizes collection of this information. Disclosure of information to the Department of Labor is required when processing a claim for compensation regarding a job-related injury or illness; to a State Unemployment Compensation Office regarding a claim; to Tribal Police, Federal, State, or local law enforcement agencies for violations or criminal investigations.

Information on application forms is mandatory and is used to determine and certify qualifications of individual firefighters. Applicants must certify that all the information is correct to the best of their knowledge and authorize the release of medical information that will verify physical fitness and qualifications for firefighting crew and camp crew duties.

I. Training and Experience Records

If the FMO/FCO cannot verify the qualifications for a position listed on a red card the red card should not be signed. The individual firefighter has the responsibility to provide current information to the home unit FMO/FCO to enter into the IQCS database. The home unit FMO/FCO is responsible for maintaining current and accurate incident training and experience records for all NAC personnel available for dispatch from that location.

J. NAC Accident/Incident Reporting

1. Office of Workers' Compensation (OWCP) Procedures

NAC crew bosses are responsible for hand-carrying originals of all injury report forms to the home unit. Native American Crews are considered to be federal employees when they are initially hired until they are terminated at the point of hire. When an incident occurs, the using agency will initiate appropriate paperwork (CA-1, CA-2, etc.) for the individual. For OWCP purposes, the paperwork will be coded to the reservation that is the home unit. Crew bosses should be familiar with their home unit address and OWCP charge back coding so they can check or provide the correct information for completing paperwork. Complete employing office addresses and alpha charge back codes to be entered on CA forms for members of NAC crews in the Northern Rockies Geographic Area are:

OWCP CODE 7106BN
Blackfeet Agency/C51
Bureau of Indian Affairs
Browning, MT 59417

OWCP CODE 7106HA
Fort Belknap Agency/C55
Bureau of Indian Affairs
Harlem, MT 59526

OWCP CODE 7106CR
Crow Agency/C52
Bureau of Indian Affairs
Crow Agency, MT 59022

OWCP CODE 7106BX
Rocky Boy Agency/C59
Chippewa Cree Tribe
Box Elder, MT 59521

OWCP CODE 7106PO
Fort Peck Agency/C56
Bureau of Indian Affairs
Poplar, MT 59255

OWCP CODE 7106PA
CS&KT/FlatheadAgency/P13
Bureau of Indian Affairs
Ronan, MT 59864

OWCP CODE 7106LD
Northern Cheyenne Agency/C57
Bureau of Indian Affairs
Lame Deer, MT 59043

When medical treatment for an injury or illness is provided on the fire through OWCP procedures, the fire agency will complete all initial paperwork on the individual. The paperwork will be completed with the address and OWCP coding for the initial hiring or home unit. The original CA-1 and CA-2, a copy of the CA-16, and the doctor's report are to be attached to the employee's fire time sheet to return to the home unit. The home unit makes the original submission of the claim to the Denver OWCP office. **Supervisors and managers should submit the CA-1 or CA-2 form within 24 hours of the injury to their Bureau/Office equivalent OWCP Coordinator.**

In the Northern Rockies Geographic Area, submission of claims for NAC crews for the BIA, are to be made by the home unit. The host unit will complete and submit all initial paperwork to the pertinent address, including the OWCP coding for the initial hiring or home unit. When NAC crews are used on state fires, the paperwork for an injured individual will be completed by the crew boss/CREP or by the Federal Agency Representative on the fire.

2. **Agency Provided Medical (APMC) Procedures**

Initial emergency medical treatment for injuries that do not require hospitalization or surgery may be provided by the host agency. Such treatment will be requested by fire resource order and cost of the treatment will be billed to and paid by the host agency. The CA-1 or CA-2, a medical report from the doctor, and a statement of explanation and instruction will be attached to the employee's fire time sheet for return to the home unit. Crew bosses will hand carry and make sure that this paperwork is given to the home units dispatching office. Form FS-6100 16 may be used to request the treatment. This form also contains the doctor's report and the statement of explanation on the reverse. If no further medical treatment is necessary or requested by the employee and there has been no lost time because of the injury, the home unit will file the CA-1 and CA-2 and medical documentation for record purposes. No claim will be submitted to OWCP.

If follow-up medical treatment is necessary or lost time occurs, the home unit will initiate OWCP procedures, such as issuing a CA-16 to the physician of the employee's choice, and submit the claim to OWCP.

3. **Responsibility**

Responsibility for completing injury report forms is at every level; employee, squad boss, crew boss and CREP. The injured employee must notify his or her supervisor immediately and identify someone who was a

witness to the injury. We have a great responsibility to insure that the employee receives proper and timely medical treatment and that their rights under the Federal Employee's Compensation Act (FECA) and OWCP are fully understood and protected. When injured employees are treated on a fire through agency contracted medical services, it is important that they be advised of the coverage and options still available to them under FECA/OWCP regulations. This includes being entitled to go to a doctor of their choice when they return home, if necessary.

K. Mail

No mail or packages will be accepted or delivered to NAC crewmembers on fire assignments unless IMT's have established mail services. Emergency messages will be delivered through appropriate channels.

L. Hazardous Materials

Hazardous materials such as fusees will not be transported on commercial aircraft to or from any fire assignment.

**INSTRUCTIONS FOR CREW REPRESENTATIVES
NATIVE AMERICAN CREWS**

THESE INSTRUCTIONS SHOULD BE READ AND CARRIED BY EACH CREW REPRESENTATIVE.

REASONS FOR SENDING CREW REPRESENTATIVES:

1. To purchase meals in transit and engage transportation when scheduled means fail. To assist the Crew Boss in solving crew problems that may develop on fires or in transit.
2. Assure equitable treatment of the crew(s) and acceptable performance for the host agencies.
3. To live and work with crews and assist the Crew Boss in providing for the crew member's health, welfare and safety.
4. When crews are sent outside local area, Crew Representatives are official spokespersons for crews when in travel status.
5. Provide a communication link between the crew and the dispatching unit.
6. Report crew performance upon completion of assignment.
7. To ensure timesheets are complete and accurate.
8. To ensure all accident forms are completed and adequate copies distributed.

CREW REPRESENTATIVE NEEDS:

A. Equipment:

1. Standard letter size loose-leaf notebook to carry instructions and documents for this assignment.
2. A sample copy of a Government Transportation Request including appropriation numbers.
3. A fire directory including key telephone numbers for Regional Coordinators in the Western States, National Forest Dispatchers in Region 1 and others as needed.
4. Current Pay Plan for Emergency Workers (see Appendix E).

5. Current year Operating Plan for Native American Crew Agreement and a copy of General information for Native American Crews, Form R1-5170-4.
6. One Fireline Handbook, FSH 5109.32 (410-1) with current R-1 supplements.
7. Form CA-1 and 2; two each, Form CA-16 and 17, six each .
8. Forest Service Health and Safety Code Handbook, FSH 6709.11.
9. First Aid Guide (USDA Handbook 227).
10. Emergency Firefighter Time Reports, OF 288, 50 each.
11. Shipping tags, 50 each.
12. Current calendar.
13. Extra supply of carbon paper.
14. One roll of masking tape, 1-inch width and a black felt marker or, a set of the standard decals for marking hard hats of Crew Boss and Squad Boss.
15. Extra pencils, pens, field notebook, paper clips, rubber bands, etc.
16. Interagency Incident Business Management Handbook (IIBMH).

B. Clothes:

A Crew Representative needs the same personal protective equipment as crewmembers. It is desirable that their hardhats be plainly marked with their title or some other distinctive identification.

C. Information Needed by the Crew Representative before Departure:

1. How to get to the assembly point.
2. When to be there and the designated assembly time for the crew.
3. Crew Boss names or BIA personnel to be contacted at the assembly point.
4. Size of the crew or crews.
5. Details on transportation to the fire.
6. Plans for feeding crews enroute.

7. Whom and Where to report to at the fire.
8. Fire name, location, ordering agency and any details available about the fire, such as: size, type of terrain, type of fuels and unusual weather conditions.
9. Incident order and request number on which crew is dispatched.

D. Crew Representative Duties and Responsibilities:

1. The Crew Representative shall work closely with the Plans section during the incident.
2. Departs to the assembly point as instructed. Means of travel and routes are usually stated in instructions; if not, the Crew Representative uses whatever means available to reach the assembly point on time.
3. Meets with the crews and the Crew Boss, and through the Crew Boss, is introduced to the entire crew. Verifies identification cards and checks for current injuries, proper clothing, footwear and sees that equipment is issued and luggage is identified. Checks time reports, corrects or prepares any not prepared.
4. Before leaving, notifies the appropriate dispatcher of the time of departure and estimated time of arrival at designated point and of shortages of equipment or other problems. Expenses incurred making official calls can be collected on appropriate vouchers.
5. Takes crew aboard the planes or buses that are provided, informs the crew of their destination, fire name, location, agency and of any other information about the fire at the first opportunity.
6. Upon arriving at the incident, report to the Planning Section Chief and give the Finance Section the time reports for the crew and themselves. Report to the Interagency Resource Representative (if available) before and after each operational period at a designated location. Conducts the checking in/out process of the crew to the timekeeper accurately and promptly. Provides and arranges for the safe storage of fire gear.
7. Protest orders considered unsafe, imprudent or which conflict with established agreements to someone with higher authority than the person issuing the order. If the order is upheld, it must be obeyed or the Crew Boss goes on non- pay status until ordered to another job or discharged. Keeps Interagency Resource Representative informed.

8. If any of the crew is injured, make sure all appropriate forms are filled out and completed before leaving the fire. Make certain the host agency and the dispatching agency receive copies of the forms. Normally returns to the agency with the crews and coordinates final settlement of crew's time with the home unit.
9. During and before leaving the fire or staging area, assure all time slips are checked and signed by appropriate fire officials. Checks to make sure the proper agency(s) are notified of the crew's returning ETA in advance.
10. Returns to home station by furnished transportation or by common carrier.
11. Immediately upon returning to the home unit writes a clear, detailed, signed report of assignment and sends copy to the home Unit FMO for distribution to the zone dispatch center. All disputes, protests or other irregularities are explained. The report will contain an evaluation of the efficiency of the crew, Squad Boss and Crew Boss. Individual problems will be precisely explained. Individual and crew meritorious performance evaluation will be documented.
12. Complaints or questions from the crew will be placed through the Crew Boss and answers or decisions given to the Crew Boss in return.
13. Advise the Crew Boss of whereabouts at all times.
14. Does not serve in any other fire function capacity unless directly ordered by proper authority and then only temporarily or in emergency situations.
15. In the performance of all of the above items, makes maximum use of opportunities for training crew bosses in all aspects of the job. The Crew Boss must be allowed to perform the actual job of crew boss. The Crew Rep will not come between the Section Chief and the Crew Boss, but insures the Crew Boss understands assignments and objectives for each operational period.

E. Agreement with the Firefighters:

1. Crew Bosses, Squad Bosses and firefighters will be paid according to the Pay Plan for Emergency Workers.
2. A typical crew will consist of a Crew Boss, three Squad Bosses and 15 firefighters. On project fires, crews will not be broken up and separated except in emergencies and then not for long periods.
3. Food will be provided. Crews leaving home after mealtime cannot expect to be fed until the next mealtime.

4. Crew members injured on the job will be cared for under Office of Workers' Compensation of APMC procedures like all government employees. It is the responsibility of the unit on which the injury occurs to start and arrange treatment.

F. Incidental Information.

1. The Crew Representative should not attempt to function as the Strike Team Leader. They are separate functions and normally cannot be handled by one person without undue demand on that person.
2. Do not hesitate to call the Regional Coordinator at 1-800-247-8328 to request information or give notification of changes in transportation schedules and arrival time.
3. You should see that your Crew Boss has been properly briefed as to the specific assignments, instructions, local conditions and hazards before going on the fireline.
4. Review and discuss the Safety Code items pertaining to firefighting and the Ten Standard Firefighting Orders with Crew Boss.
5. Be certain adequate communication with the Division Group Supervisor, Strike Team Leader and Crew Boss is provided on the fireline.
6. Encourage good crew organization. Squad Bosses should assume full responsibility for supervision of their firefighters and function as a supervisor rather than a worker. The Crew Boss and Squad Bosses should work together as a team. Order should flow from the Strike Team Leader or Division Group Supervisor to the Crew Boss, to the Squad Boss, and then to the firefighters as much as possible.

APPENDIX B

CREW REPRESENTATIVE/CREW BOSS REPORT (Circle One)

I. HEADING

Fire Name (s) _____

Geographic Area _____

National Forest or Other Agency _____

Fire Order/Request Number _____

Inclusive Dates _____ to _____ 20_____

Crew Identification _____

Crew Representative _____ Home Unit _____

IARR _____ Home Unit _____

II. DESCRIPTION OF ASSIGNMENT

A. Assembly Point _____ Met Crew (time, date) _____

B. Means of Travel:

C. Fire behavior during shifts worked:

D. Type of work done:

E. Camp Organization and Conditions:

III. CREW EVALUATION

- A. Physical Condition (Identify individuals that were good or bad):

- B. Tool Skill:

- C. Tool and Fire Safety:

- D. Organization:

- E. Behavior (On and off fire line and travel):

- F. Crew Boss: (applicable for crew rep only):
 - 1. Training and experience:
 - 2. Line Knowledge:
 - 3. Safety:
 - 4. Crew Supervision:
 - 5. Other (areas for improvement, etc):
- G. Squad Boss (applicable for crew boss only):
 - 1. Training and experience:
 - 2. Fire Knowledge:
 - 3. Safety:
 - 4. Squad Supervision:
 - 5. Other (areas for improvement, etc):

H. Other (general comments that might help the crew):

IV. INJURIES REPORTED ON CA-1

<u>Name</u>	<u>Type of Injury</u>	<u>Medical Treatment Beyond First Aid</u>
_____	_____	_____
_____	_____	_____

V. PROBLEMS (Include fireline safety and individual crew members):

VI. OUTSTANDING PERFORMANCE (Include individual crew member performance):

VII. OTHER COMMENTS (Pertinent to crew or crew boss performance):

Signature: _____
CREW REP/CREW BOSS (circle)

APPENDIX C

NAC (AD/EFF) PHYSICAL EXAMINATION and CLEARANCE FORM Wildland Firefighters (Arduous, Moderate and Light)

Agency administrators and supervisors are responsible for the occupational health and safety of their employees performing wildland and prescribed fire activities. This may require employees to take a medical examination at any time.

Medical examinations are diagnostic tool that can give an early warning to employees involved in wildland or prescribed fire activities about potential health problems. If the employee is determined to be unfit for arduous-level duty based on the results of the examination, they are not allowed to take the work capacity test or participate in wildland or prescribed fire at the arduous level.

Applicants for federal employment, as well as current federal employees, are presumed to be medically qualified unless there is specific medical evidence that they are not. For some positions, specific medical standards or requirements are justified because of the arduous and hazardous nature of the functions to be conducted or the circumstances, under which they are conducted, the need for a high degree of reliability and safety for employees, and a commitment by the employing agency to maintain a high degree of responsibility toward public safety.

APPENDIX C (continued)

NAC (AD/EFF) PHYSICAL EXAMINATION and CLEARANCE FORM

Wildland Firefighters (Arduous, Moderate and Light)

CAUTION

**THIS DOCUMENT CONTAINS CONFIDENTIAL MEDICAL INFORMATION
AND IS SUBJECT TO THE PROVISIONS OF THE PRIVACY ACT (5 USC 552a)**

This medical history and examination form is to be completed every three years for individuals less than 45 years of age participating in an Arduous, Moderate or Light wildland firefighter position. This form must be completed *prior* to participating in the arduous duty work capacity test ("Pack Test").

Fire Management Officer (FMO): Determine what WCT level the individual will be participating in Arduous, Moderate or Light. Indicate by marking Arduous, Moderate or Light above on form.

Firefighter: Complete ALL of pages 3 and 4 of this form, complete physical exam with a health care provider, and return the "Clearance Sheet" (page 6) to your FMO. If the FMO does not receive the "Arduous Duty Wildland Firefighter Clearance Form" you will not be allowed to take the Pack Test. All "Yes" answers in the medical history sections must be explained and may require further information from your personal physician(s).

Local Health Care Professional: Review the requirements for an arduous duty wildland firefighter (page 2), review the firefighter's self disclosure responses (page 3 and 4), for moderate and light duty review categories I and II (page 6 & 7) and complete the "Medical Screening" (page 5) and the "Wildland Firefighter Clearance Form" (page 8). Provide the completed "Wildland Firefighter Clearance Form" to the firefighter (page 8), unless directed otherwise. **All significant, abnormal findings are to be discussed with the firefighter.**

PRIVACY ACT INFORMATION
The information contained in this form will be used to determine whether an individual considered for arduous level wildland firefighting can safely and efficiently perform those duties in a manner that will not unduly risk aggravation, acceleration, exaggeration, or permanently worsening a pre-existing medical condition. Its collection and use are consistent with the provisions of the 5 CFR 339 (Medical Qualification Determinations), 5 USC 552a (Privacy Act of 1974), 5 USC 3301 (Examination, Certification, and Appointment), and Executive Orders 12107 (Merit Systems Protection Board) and 12564 (Drug Free Federal Workplace). The information will be placed in your official Employee Medical File, and is to be used only for official purposes as explained and published annually in the Federal Register under OPM/GOVT-10, the OPM system of records notice.

NAC Physical Form 02/2004

**ESSENTIAL FUNCTIONS AND WORK CONDITIONS
OF AN ARDUOUS DUTY
WILDLAND FIREFIGHTER**

Time/Work Volume	Physical Requirements	Environment	Physical Exposures
May include:			
<ul style="list-style-type: none"> • long hours (minimum of 12 hour shifts) irregular hours shift work • time zone changes • multiple and consecutive assignments • pace of work typically set by emergency situations • ability to meet “arduous” level performance testing (the “Pack Test”), which includes carrying a 45 pound pack 3 miles in 45 minutes, approximating an oxygen consumption (VO₂ max) of 45 mL/kg-minute • typically 14-day assignments, <i>but may extend up to 21 days</i> 	<ul style="list-style-type: none"> • use shovel, Pulaski, and other hand tools to construct fire lines • lift and carry more than 50 lbs. • lifting or loading boxes and equipment • drive or ride for many hours • fly in helicopters and fixed wing airplanes • work independently, and on small and large teams • use PPE (includes hard hat, boots, eyewear, and other equipment) • arduous exertion • extensive walking, climbing • kneeling • stooping • pulling hoses • running • jumping • twisting • bending • rapid pull-out to safety zones • provide rescue or evacuation assistance • use of fire shelter 	<ul style="list-style-type: none"> • very steep terrain • rocky, loose, or muddy ground surfaces • thick vegetation • down/standing trees • wet leaves/grasses • varied climates (cold/hot/wet/dry/humid/snow/rain) • varied light conditions, including dim light or darkness • high altitudes • heights • holes and drop offs • very rough roads • open bodies of water • isolated/remote sites • no ready access to medical help 	<ul style="list-style-type: none"> • light (bright sunshine/UV) • burning materials • extreme heat • airborne particulates • fumes, gases • falling rocks and trees • allergens • loud noises • snakes • insects/ticks • poisonous plants • trucks and other large equipment • close quarters, large numbers of other workers • limited/disrupted sleep • hunger/irregular meals • dehydration

NAC (AD/EFF) PHYSICAL EXAMINATION and CLEARANCE FORM

Firefighter's Name:	SSN:
Name of Employing Agency:	Date of Birth:
Position/Job Title:	Gender: Male Female
Home Address:	Date of Last Physical Exam:
(Street or PO Box)	Home Phone: ()
(City, State, Zip)	Work Phone: ()

MEDICAL HISTORY	
<p>Smoking History</p> <p>This information is needed since smoking increases your risk for lung cancer and several other types of cancer, chronic bronchitis, emphysema, asbestos related lung diseases, coronary heart disease, high blood pressure, and stroke. Please check your smoking status and complete the associated section:</p> <p>_____ Current Smoker _____ Former Smoker _____ Never Smoked</p> <p>Number of cigarettes per day _____ Number of cigarettes per day _____</p> <p>Number of cigars per day _____ Number of cigars per day _____</p> <p>Number of pipe bowls per day _____ Number of pipe bowls per day _____</p> <p>Total years you have smoked _____ Total years you smoked _____</p>	<p>Alcohol/Drug Use</p> <p>What is your average alcohol consumption (number of drinks) in a week?</p> <p>_____ Drinks (1 drink = 12 Oz. beer, 1 glass wine, or 1.5 oz liquor)</p> <p>If you drink, what is your usual pattern of drinking? (Circle)</p> <p>Weekdays Weekends</p> <p>Both</p> <p>Do you use recreational drugs?</p> <p>No Yes (Describe fully)</p>
<p>Describe Your Physical Activity or Exercise Program</p> <p>Type of Activity or Exercise _____</p> <p>Intensity: Low _____ Moderate _____ High _____ Duration, in Minutes per Session _____</p> <p>(Examples: Walking Jogging, cycling Sustained heavy breathing and perspiration)</p> <p>Frequency, in Days per Week _____</p>	
<p>Medications (List all medications you are currently taking, including those prescribed and over-the-counter.)</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Date of last Tetanus (Td) shot: _____</p>

Firefighter Name (Print Only) _____

NAC (AD/EFF) PHYSICAL EXAMINATION and CLEARANCE FORM

MEDICAL HISTORY (cont.)	Yes	No	Every item checked "Yes" must be explained in the spaces below, specifying the number of the item. Copies of pertinent medical records also may be necessary.
1. Surgery, or advised to have surgery?			
2. Treatment by doctors, healers, or other practitioners for any problem other than minor illnesses?			
3. Treatment for a mental or emotional condition?			
4. Allergies?			
5. Any type of eye disease?			
6. Contact lenses? Hard or Soft (circle one)			
7. Any type of ear disease?			
8. Problem with dizziness or balance?			
9. Any type of skin disease (other than acne)?			
10. Varicose veins, blood clots, or swollen and painful veins?			
11. Anemia?			
12. High blood pressure?			
13. A stroke?			
14. Poor circulation in hand or feet?			
15. Heart disease, heart murmur, chest pain (angina), palpitations (irregular beat), or heart attack?			
16. Problem with passing out, fainting, or losing consciousness?			
17. Any type of lung disease?			
18. Asthma, bronchitis, or emphysema?			
19. A need to use inhalers?			
20. Tuberculosis or a positive TB skin test?			
21. Diabetes?			
22. A need for insulin shots?			
23. Unexplained weight loss?			
24. Joint pain or arthritis?			
25. Loss of use of an arm, leg, finger, or toe?			
26. Back pain, back trouble, or injury?			
27. Tremors, shakiness, or seizures?			
28. Numbness or tingling n hands or feet?			
29. Frequent headaches or migraines?			
30. Any type of stomach or intestine disease?			
31. Hernia?			
32. Hepatitis?			
33. Any type of liver disease?			
34. Blood in the stool or vomited blood?			
35. Any type of kidney or bladder disease?			
36. Kidney stones?			
37. Difficulty or pain with urination?			

Firefighter Name (Print Only)_____

NAC (AD/EFF) PHYSICAL EXAMINATION and CLEARANCE FORM

MEDICAL SCREENING

Screening Item	Result	Qualifying Standard															
1. Height (inches)		None															
2. Weight (pounds)		None															
3. Blood Pressure (mm Hg)	/	Less than or equal to 140/90															
4. Pulse (beats per minute)		None															
5. Hearing (without hearing aids) Whispered word at 1 foot from ear (opposite ear should be covered) Spoken word at 1 foot from ear (opposite ear should be covered)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Heard?</th><th style="width: 10%;">Yes</th><th style="width: 10%;">No</th></tr> </thead> <tbody> <tr> <td>Right Whisper</td><td></td><td></td></tr> <tr> <td>Left Whisper</td><td></td><td></td></tr> <tr> <td>Right Spoken</td><td></td><td></td></tr> <tr> <td>Left Spoken</td><td></td><td></td></tr> </tbody> </table>	Heard?	Yes	No	Right Whisper			Left Whisper			Right Spoken			Left Spoken			Threshold shift not greater than 40 dB in the speech frequency range. Whisper = 30 dB Spoken = 60 dB (Need to hear a whisper)
Heard?	Yes	No															
Right Whisper																	
Left Whisper																	
Right Spoken																	
Left Spoken																	
6. Vision Uncorrected far: (Soft contact lense wearers can leave contacts in) Corrected far: Color (Red/Green/Yellow)	Right 20/____ Left 20/____ Right 20/____ Left 20/____ Can see: Red Green Yellow	Uncorrected far vision 10/100 or better in each eye <i>AND</i> corrected far vision of 20/40 or better in each eye <i>AND</i> can see red/green/yellow.															

SYSTEMIC: List positive findings only. Please note disqualifying conditions (List attached. If normal place check (X) in space provided. Past history or current existence of disqualifying conditions should be shown as positive findings.

INTEGUMENTARY: _____

HEENT: _____

PULMONARY: _____

CARDIOVASCULAR: _____

ABDOMEN: _____

GENITOURINARY: _____

URINALYSIS: _____

ENDOCRINE: _____

MUSCULOSKELETAL: _____

NERVOUS SYSTEM(Include psychiatric): _____

ALLERGIES: _____

HX OF DRUG/: _____

ALCOHOL ABUSE: _____

LISTING OF ANY SIGNIFICANT LIMITING OR DISABLING CONDITIONS: _____

Findings:

☐ **A. No Significant Findings** – The firefighter meets the qualifying medical standards listed above. The firefighter appears capable of performing the functional requirements of an arduous, moderate or light duty wildland firefighter (for arduous see page 2). **Note:** This includes the ability to safely participate in an appropriate Work Capacity Test (WCT).

☐ **B. Significant Finding (Uncorrected Far Vision ONLY)** – The firefighter does not meet the uncorrected far vision standard listed above. An acceptable accommodation is to require the possession during duty hours of a second set of corrective lenses. With this accommodation, the firefighter appears capable of performing the functional requirements of an arduous, moderate or light duty wildland firefighter (for arduous see page 2). **Note:** This includes the ability to safely participate in an appropriate WCT.

☐ **C. Significant Medical Findings** - The firefighter does not meet one or more of the qualifying medical standards listed above, OR is not considered capable of performing the functional requirements of an arduous, moderate or light duty wildland firefighter (for arduous see page 2), OR is not considered able to safely participate in arduous, moderate or light duty performance WCT.

(Print Only) Name - Health Care Professional

Signature –Health Care Professional

Date

(Print Only) Address

License/Certification Number

License/ State

CATEGORY I

Existence of one or more of the following conditions automatically disqualifies an applicant for arduous, moderate or light duty.

1. **VITAL SIGNS:**

- Resting pulse above 100 beats per minutes.
- Arrhythmia other than sinus arrhythmia.
- BP must be less than 140/90.

2. **INGUMENTARY:**

- Extensive scarring restrictive of normal function.
- Refractory chronic skin disease.
- Infectious skin disease.

3. **HEENT:**

- Acute or chronic eye disease.
- Acute or chronic disease of inner, middle or external ear.
- Any condition preventing free breathing.
- Gross dental infection.

4. **PULMONARY:**

- Active TB.
- Any chronic lung disease.

5. **ABDOMEN:**

- Presence of gastric or duodenal ulcer.
- Pathological hepatic or splenic enlargement.

6. **GENITO-URINARY:**

- Large or painful hydrocele or varicocele interfering with function.

7. **CARDIAC:**

- Has no current clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficient, thrombosis or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea collapse, or congestive cardiac failure.

8. **MUSCULOSKELETAL:**

- Any condition resulting in significant loss of normal function

9. **DIABETES:**

- Has established medical history of clinical diagnosis of diabetes currently requiring *insulin* for control. Mild diabetes, may participate as a firefighter with a written release from a physician.

CATEGORY II

Existence of one or more of the following conditions may disqualify an applicant for arduous, moderate or light duty.

1. **VITAL SIGNS:**

- Auditory: Must be able to hear a whisper and spoken word 1' from each ear (opposite ear should be covered).
- No hearing aid.
- Vision: Uncorrected far vision 10/100 or better in each eye *AND* corrected far vision of 20/40 or better in each eye *AND* can see red/green/yellow
- Near vision (glasses permitted): Unable to read typewritten characters.

2. **HYPERTENSION:**

- A person with hypertension who is under routine care of a physician and well controlled by medication may be qualified as determined by a physician.

3. **MEDICATIONS:**

- Any condition requiring long-term medication must have documentation of routine care by a physician. The medication must not require close and frequent monitoring. This will be determined by the physician.

4. **INTEGUMENTARY:**

- PSORIASIS

5. **HEENT:**

- Acute or chronic sinus disease.
- Inability to masticate food properly.
- Absence of portions of teeth.

6. **ABDOMEN:**

- Hiatal, inguinal, ventral or femoral hernia.
- Other acute or chronic abdominal disorder.

7. **GENITO-URINARY:**

- Chronic genitor-urinary disease.

CATEGORY I(cont.)

Existence of one or more of the following conditions automatically disqualifies an applicant for arduous, moderate or light duty.

10. NERVOUS SYSTEM:

- Epilepsy, Paralysis or Paresis.
- Muscular atrophy or dystrophy.
- Psychosis or emotional instability, to an extent which interfaces with normal work.

11. PREGNANCY – POSTPARTUM:

- Women who are pregnant will not be allowed to go firefighting or work on camp crews. Women who are pregnant or suspect they are pregnant and still go firefighting will be subject to disciplinary action by the local NAC board. Women require a six-week postpartum check-up and release from a physician after child birth.
- Nursing mothers will not be allowed to participate as a firefighter or in camp/kitchen crew positions. Mothers who have discontinued breast feeding will require a physician statement.

12. ALCOHOL/DRUG DEPENDENCY:

- Active alcohol related problems documented within the past year in a persons medical record (If there is a history of drug abuse alcoholism, alcohol related problems, or withdraw, a documented treatment plan and three months of aftercare is required).

CATEGORY II(cont.)

Existence of one or more of the following conditions may disqualify an applicant for arduous, moderate or light duty.

8. ALLERGIES:

- A person who has a history of allergic reaction (i.e. bee stings, hay fever) must be under either routine care of a physician and controlled by medication. The person must have an anaphylaxis kit in their position.

9. MUSCULOSKETETAL:

- Varicose veins.

10. WEIGHT:

- A person who is either obese or under weight may not qualify according to the discretion of the physician

WILDLAND FIREFIGHTER CLEARANCE FORM

Local Health Care Professional: Complete the information required below, then detach and provide this page to the firefighter at the end of the medical screening.

Firefighter: You must return this page to the Fire Management Officer prior to taking the Pack Test.

Firefighter Name: _____

Agency, Unit, and Location: _____

☐ Employee **CLEARED** for **Arduous** Duty Wildland Firefighting and the Pack Test
(Findings **A** or **B** were marked on page 5)

☐ Employee **CLEARED** for **Moderate** Duty Wildland Firefighting and the Pack Test
(Findings **A** or **B** were marked on page 5)

☐ Employee **CLEARED** for **Light** Duty Wildland Firefighting and the Pack Test
(Findings **A** or **B** were marked on page 5)

☐ Second set of corrective lenses (glasses) to meet uncorrected vision standard is required.
(Finding **B** was marked from page 5)

☐ Employee **NOT CLEARED** for Arduous Moderate or Light Duty Wildland Firefighting and the Pack Test. Further evaluation is necessary. **Findings discussed with firefighter.**
(Findings **C** were marked on page 5)

(Print Only) Name - Local Health Care Professional

Signature – Local Health Care Professional

Date

(Print Only) Address

License/Certification Number

License/Certification State

(Print Only) City, State, Zip

(_____)_____
Telephone Number

Firefighter Name (Print Only) _____

**CERTIFICATION OF FIREFIGHTER'S PHYSICAL CONDITION
AND AUTHORIZATION FOR PHYSICIAN TO RELEASE MEDICAL INFORMATION**

NAME _____ S.S.N. _____
 ADDRESS _____ DATE OF BIRTH _____

Date of last satisfactory physical exam: _____

- (1) Have you suffered any chronic illness since the date of last satisfactory physical examination: YES _____ NO _____
- (2) Have you been hospitalized for any reason since the date of your last satisfactory physical examination? YES _____ NO _____
- (3) Are you taking any long term medication? YES _____ NO _____
- (4) Are you under the continuing care of a physician? YES _____ NO _____
- (5) Are you pregnant? (six-week postpartum checkup and release from physician required) YES _____ NO _____

I hereby certify that the answers to the above questions are correct to the best of my knowledge and I authorize the release of medical information which will verify the above answers or provide information concerning the severity of the following condition (s) which I have identified:

I understand that any information furnished under this authority will only be used to evaluate my physical fitness for firefighting.

 Witness

 Firefighter Signature

 Date

APPENDIX D

NAC CREW HIRING CHECKLIST

To be completed by hiring official:

- A. Conditions of Hire – form must be explained to the individual and signed every year at the time of hire. Utilize the Single Resource Hire Information Form (PMS 934) as documentation.
- B. Form I-9, Employment Eligibility Verification – to be completed by employee and hiring official (one time only) at initial hire.
- C. Designation of Beneficiary Form SF-1152, unless individual needs to change beneficiary, this only needs to be filled out at initial hire (one time only).
- D. Name, W-4, - unless individual needs to change information on this form, it only needs to be filled out at initial hire. Individuals claiming more than 10 exemptions must complete a new W-4 annually.
- E. Name, W-5, - if Earned Income Credit is claimed, must be completed every year at initial hire.
- F. State Income Tax Forms – must be completed at initial hire (if applicable).
- G. Transportation Manifest – 8 copies (1 with crew, 1 mailed to Area, Zone or Forest office, 1 retained by hiring official, 1 with aircraft).
- H. Picture I.D. – Individuals must have a picture I.D. issued by a state or federal government entity in their possession at the time of hire and for the duration of the assignment.
- I. Qualification check – all personnel (Red Card and qualification list).
- J. Inspect physical condition of all personnel to eliminate sick, injured, or those under the influence of alcohol or illegal drugs.
- K. Inspect condition of personal gear (boots, pants, shirt, jacket, rain gear, etc.)
- L. Time reports initiated – top portions completed and start time entered.
- M. Crew given copy of evaluation to be used.

A. Checklist signed and attached to time book.

B. Time book given to Crew Boss or Crew Representative.

Crew hired by:

_____/_____
Signature Printed Name

Date: _____ / Time: _____

Remarks:

APPENDIX E
MINIMUM CREW STANDARDS FOR MOBILIZATION
Effective January 1, 2003

Minimum Standards	Type 1	Type 2 with IA Capability	Type 2	Type 3
Fireline Capability	Initial attack/can be broken up into squads, fireline construction, complex firing operations (backfire)	Initial attack/can be broken up into squads, fireline construction, firing to include burnout	Initial attack, fireline construction, firing to include burnout	Fireline construction, fireline improvement, mop-up and rehab
Crew Size	18-20	18-20	18-20	18-20
Leadership Qualifications	Permanent Supervision Superintendent: TFLD, ICT4 Ass't. Supt.: STCR, ICT4 3 Squad Bosses: CRWB(T), ICT5	CRWB and 3 ICT5	CRWB and 3 FFT1	CRWB and 3 FFT1
Experience	80% 1 season or more	60% 1 season or more	40% 1 season or more	20% 1 season or more
Full-Time Organized Crew	Yes	No	No	No
Communications	5 Programmable radios	4 Programmable radios	4 Programmable radios	4 Programmable radios
Sawyers	3 agency qualified	3 agency qualified	0	0
Training	80 hours annual training	Basic firefighter training and/or annual firefighter safety refresher	Basic firefighter training and/or annual firefighter safety refresher	Basic firefighter training and/or annual firefighter safety refresher
Fitness	Arduous	Arduous	Arduous	Arduous
Logistics	Self-sufficient	Not self-sufficient	Not self-sufficient	Not self-sufficient
Maximum Weight	5,100 lbs.	5,100 lbs.	5,100 lbs.	5,100 lbs.
Dispatch Availability	1 hour	Variable	Variable	Variable
Production Factor	1.0	0.8	0.8	N/A
Transportation	Own transportation	Transportation needed	Transportation needed	Transportation needed
Tools & Equipment	Fully equipped	Not equipped	Not equipped	Not equipped
Personal Gear	Arrives with: crew first aid kit, personal first aid kit, headlamp, 1qt. canteen, web gear, sleeping bag	Arrives with: crew first aid kit, personal first aid kit, headlamp, 1qt. canteen, web gear, sleeping bag	Arrives with: crew first aid kit, personal first aid kit, headlamp, 1qt. canteen, web gear, sleeping bag	Arrives with: crew first aid kit, personal first aid kit, headlamp, 1qt. canteen, web gear, sleeping bag
PPE	Arrives with: hard hat, fire resistant shirt/pants, 8" leather boots, leather gloves, fire shelter, hearing/eye protections	Arrives with: hard hat, fire resistant shirt/pants, 8" leather boots, leather gloves, fire shelter, hearing/eye protections	Arrives with: hard hat, fire resistant shirt/pants, 8" leather boots, leather gloves, fire shelter, hearing/eye protections	Arrives with: hard hat, fire resistant shirt/pants, 8" leather boots, leather gloves, fire shelter, hearing/eye protections

Notes: Interagency Hotshot Crews (IHC) are Type 1 crews that exceed the Type 1 standards as required by the National IHC Operations Guide (2001) in the following categories:

Permanent supervision with 7 career appointments (Superintendent, Ass't. Superintendent, Squad Bosses).

IHC's work and train as a unit 40 hours per week. IHC's are a national resource.

ATTACHMENT 1

CONDITIONS OF HIRE FOR EMERGENCY FIREFIGHTERS

1. You have agreed to be hired by an agency of the U.S. Government as an Administratively Determined (AD) Emergency FireFighter (EFF). The work is hard and sometimes you may work more than 12 hours per day. Prompt compliance with your supervisor's instructions and orders are required at all times. You must be at least 18 years old and in good physical health (a physical examination may be required at the discretion of your supervisor). Close living conditions in incident camps require personal cleanliness. Personal hygiene must meet standards set by your supervisor, particularly your hair, which must be maintained in such a way that a safety hat can be properly worn.
2. Disclosure of your Social Security Number (SSN) is mandatory. The Government requires every employee to have a Social Security Number. You will not be hired if you do not provide your SSN. The SSN is used primarily to gather earnings data in connection with lawful requests from other agencies (Internal Revenue Service or State agencies). The hiring agency is the only agency with direct access to this information. The SSN must be used because it is possible that another individual's name is the same as yours.
3. You are required to bring your own personal items that will be contained in one bag, both to and from the incident, with a weight limitation of 45 pounds. No radios, "Boom Boxes", or other electronic gear weighting over one pound are allowed. Individuals exceeding the personal gear weight limitation will be required to leave excess weight items behind. The U.S. Government will not be responsible for these items. MINIMUM clothing requirements are listed in the Emergency FireFighter Crew Management Guide, Section IV.B.2.a-b. In the event of loss of personal property, the U.S. Government will not be responsible for payment of items not needed for the incident assignment.
4. Keep your time sheet copy until you are paid. Your time sheet identification number is printed in red on this sheet and is needed to receive checks and make Commissary purchases. Checks will be mailed to the address you provide on hiring paperwork.
5. You will be paid at an hourly rate. The Officer-in-charge will advise you of the salary rate for your position. The cost of anything you buy from the commissary will be deducted from your check. When you sign your time report, you are agreeing that it is correct. Do not sign the report until you agree!
6. The U.S. Government will provide or pay for necessary transportation from the point of hire to where you will work. The U.S. Government will also provide or pay for transportation back to the point of hire unless you are discharged for cause or quit without a good reason.
7. If you are fired, or you quit without good reason before your scheduled demobe, your pay will stop at that time. Only the Interagency Resource Representative or Incident Commander may decide whether the U.S. Government will provide return transportation or pay you for travel time back to the point of hire. You may be charged for return transportation costs, and/or the costs of personal needs during the waiting time.
8. Report any damage to or loss of your personal property to your supervisor before you leave the incident camp. The U.S. Government assumes no responsibility for loss of personal items not needed for the incident assignment. Reimbursement may be limited to predetermined maximum dollar amounts per item. If you are injured or get sick, report to your supervisor immediately.
9. Designated U.S. Government property (such as hard hats, tools, sleeping bags, tents, nomex clothing, etc.) issued to you must be returned. If they are lost, destroyed, or left in bad condition, the cost of them may be deducted from your check.
10. If you are on active duty with the Armed Forces (Army, Air Force, Marine Corp, or Coast Guard) you cannot be hired as an EFF by the U.S. Government, Inform your supervisor immediately.
11. Whenever the Officer-in-charge decides it is necessary, the U.S. Government will furnish your meals and lodging without cost. You will not receive additional pay for meals or lodging which you may furnish or meals you do not accept, or when the U.S. Government is temporarily unable to furnish meals or lodging.
12. Income tax will be withheld from your check. All pay as an EFF must be included as gross income for Federal Income Tax purposes. You may have to report it on your state income tax report, if applicable, in accordance with state instruction.

ATTACHMENT 1 (cont.)

13. You will be provided the opportunity to complete Federal income tax withholding forms. Failure to complete the W-4, Employee's Withholding Allowance Certificate, will result in federal income tax withheld at the default tax rate which is the highest withholding rate. If you wish income tax withheld for another state, you must provide the proper state income tax form to the Officer-in Charge.

14. The U.S Government will provide you the opportunity to complete a W-5, Earned Income Credit Advance Payment Certificate (EIC). EIC reduces the amount of tax you will owe, if you are eligible.

15. Possession of firearms, intoxicating beverages, marijuana, and all forms of illegal drugs is prohibited. Possession or any evidence of usage constitutes grounds for immediate discharge.

16. When you are hired for incident assignment, whether or not you may be restricted to an incident camp or staging area, is at the discretion of the Incident Commander, or local, regional, or agency policy. Your pay status will be determined by the Officer-in Charge following Interagency Incident Business Management Handbook Policy.

17. If R&R is approved by the Incident Commander, the Crew Boss will remain in charge, and you are required to abide by whatever conditions may be specified.

18. You will be expected to serve a maximum of 14 days on each incident assignment; however, this is not a guarantee of employment. You may be released by the hiring agency or incident organization at any time.

19. You must have a valid picture I.D. issued by a state or federal government entity, in your possession at the time of hire, and for the duration for the assignment. You are required to bring a 14- day supply of all necessary prescription medication for each incident assignment. Notify your regular government supervisor of any potential life threatening medical conditions, i.e., allergic reactions to bee stings.

20. THE U.S. GOVERNMENT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.

I have read, or had read to me, and understand the above conditions and agree to abide by them throughout the period of hire.

EFF'S SIGNATURE

DATE

PRINT NAME

SOCIAL SECURITY NUMBER

WITNESS SIGNATURE

DATE

SEX: M____F____ RACE: _____ DATABASE ENTRY _____

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